the
mid-atlantic archivist

VOLUME 11, NUMBER 3 SUMMER 1982

MARAC's BIRTHDAY PARTY

by
Edward C. Oetting

Move over Flo Ziegfield! The MARAC follies are here (and gone)! Exhibiting a kind of style and grace that hasn't been seen since the last MARAC softball game, the MARAC players put on a birthday party that had to be seen to be believed.

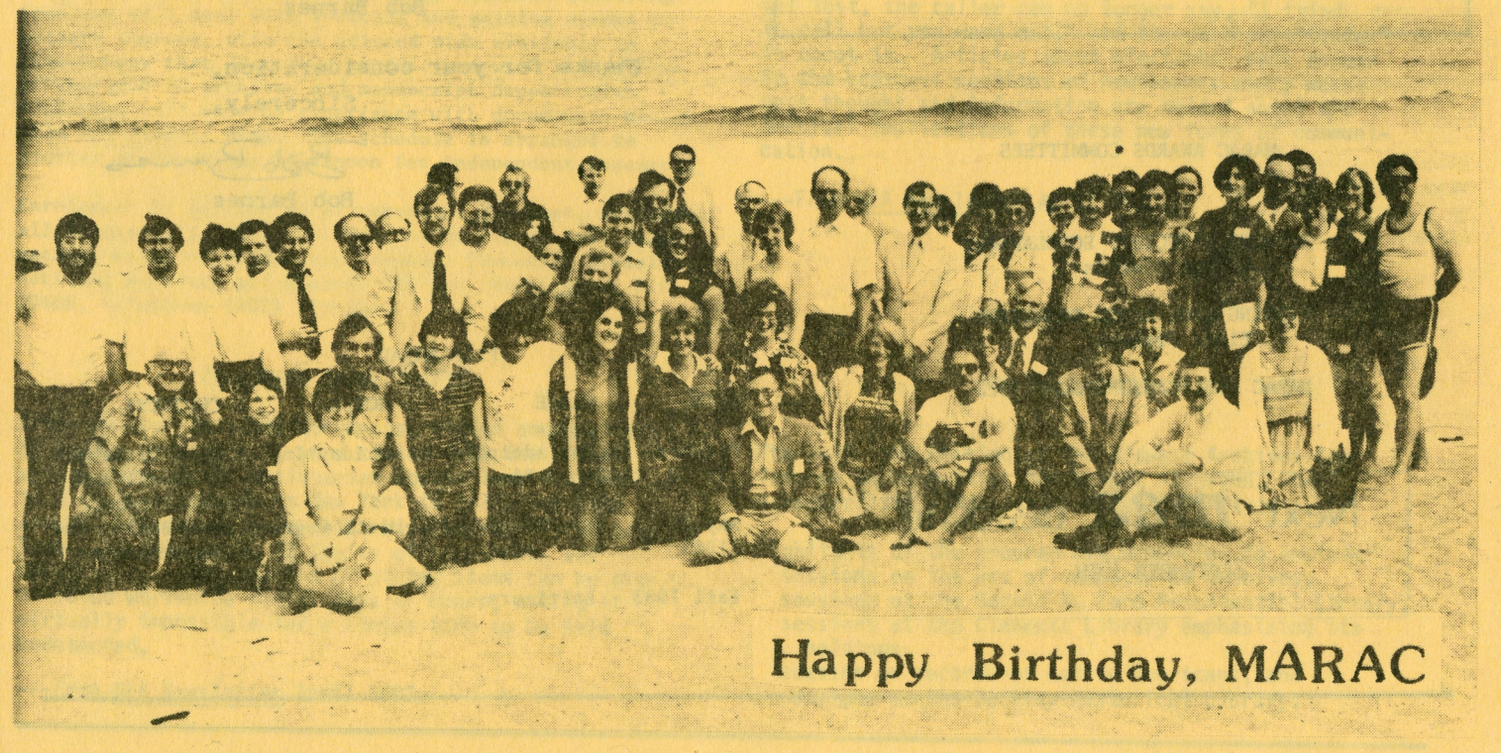
Superbly orchestrated by Trudy Peterson, NARS' answer to Henry Mancini, the celebration established one musical milestone after another. Held pool-side at the Sheraton-Fountainbleu with acoustics designed by Sidney Shellshock, the MARAC follies were ably emceed by Tim "Tommy Onetone" Walch. A record crowd (it was the largest MARAC tenth anniversary crowd ever) was entertained and seranaded by a veritable bevy of trained archivists performing their little hearts out.

Of course, for every successful show, the real story is back-stage with the little people who struggled to put together the "best darn little show in Maryland." Heading that list of stalwarts as erstwhile stage manager was the quiet, unassuming Linda Henry. Giving the high-strung performer an occassional but necessary "pat on the rump" (I beg your pardon), Linda orchestrated the behind the scenes activities while Tim took care of the limelight.

And what a job he did. Often seconded by the MARAC chorous (Jack Saunders, Cindi Fox, Fynette Eaton, Joan Howard, Barbara Vandergrift, JoAnn Williamson, Bob Plowman, Bob Careu, George Chalou, Vicki Walch, Emily Hickey, Jodi Kosté, Lee Johnson, Don Harrison, and Arthur Breton), Tim Walch went where no man had gone before in presenting such a cavalcade of stars. Trekking from one state to another, we heard the news done "Philly Style," were stunned by the tastefully elegant New York Caucus talk show, heard a thought-provoking and timely editorial on nuclear proliferation from the sage of Baltimore, Arthur Breton, got "laid back" (or at least "laid off") with Lee Johnson, and were seranaded with such pop-chart heavies (with a bullet) as "Back in the Stacks Again," and "Carry Me Back to the Old Archives." Wow, what a show!

Little else can be said about such a "show of shows" except that everyone, performers and audience, had a great time and that we all look forward to doing it again in another ten years.

(related stories pages 42 - 48)



The mid-atlantic archivist (maa) is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia: and the District of Columbia. MARAC seeks to promote the professional welfare of its members; to affect cooperation amongst individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators, of textual, audiovisual, and related special research collections, and records managers; and to encourage professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual yearly membership dues are $5.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to maa for $5.00. Requests for back copies of maa ($1.25 each copy) and membership applications should be addressed to: Diane Rosenwasser, MARAC Secretary, Lee Coombe Library, Memorial Sloan-Kettering, NY, NY 10021.

Items submitted for maa publication should be single-spaced, no paragraph indentation, in columns 4 and 1/2 inches wide, and double-spaced between paragraphs. Material should be typed preferably on an electric typewriter using a letter gothic font. Where this is impractical, improvise using pica font and a new ribbon. Send material to: Dr. Donald F. Harrison, Editor, the mid-atlantic archivist, National Archives (NNP) Washington, DC 20408. Phone: 202-724-1080

Editorial Staff

Editor	Don Harrison
Associate Editor	Bruce Ambacher
Circulation Editor	
Staff Editors	Mary Boccaccio
	Mary Wolfskill
Contributing Editor	Vicki Walch

Guest Editorial

306 Warren Street
Hudson, N.Y. 12534

May 28, 1982

Dr. Donald F. Harrison
Editor, Mid-Atlantic Archivist
National Archives(NNP)
Washington, DC 20408

Dear Dr. Harrison:

I am in accord with Mr. Parker's observations on the disadvantages of hunkering-down. It's time we began an orbital dialogue on the residuated, fuzzified and profundicated issues that our profession has globated in its twiggistic interrelationships. A creatively non-responsive retroanalysis with high error implementation would obviate any need to squattle, orbitate or peepistically indulge in less than viable solutions.

This defogging procedure should receive due consideration from a wide array of cross-professional committees and interest groups operating in a milieu of heightened self-awareness, avoid an administrivial or circumbent approach, and issue to an understandable crosscurrent that shuns the usual weasel-worded memosities of our profession. No digitation for us' We can anthropromaximologize as key points are verbated and regulatory idiotomicities are accorded their retroanalytical due.

Bob Barnes

Thanks for your consideration,

Sincerely,

Bob Barnes

Bob Barnes

MARAC AWARDS COMMITTEES

ABOLITION SOCIETY SCHOLARSHIP
Lucius Edwards

FINDING AIDS AWARD COMMITTEE
Elsie Freeman

MARAC PUBLICATIONS COMMITTEE

Next **maa** deadline

SEPTEMBER 15TH

PLAN AHEAD

DATE	PLACE	HOTEL	CONTACTS
October 29-30, 1982	Philadelphia, PA	Holiday Inn	Mary Elizabeth Ruwell and Bob Plowman
May 20-21, 1983	New Brunswick, NJ	Hyatt Regency	Ron Becker and Ruth Simmons
Fall 1983	Baltimore		

1982-83 Steering Committee

CHAIRPERSON:

Arthur Breton
Archives of American Art
Smithsonian - NPG 331
Washington, D.C. 20560
(w) 202-357-2781

SECRETARY:

Laura Grotzinger
55 Sharon Rd., D-23
Robbinsville, N.J. 08691
(w) 609-292-4756

TREASURER:

Bob Sink
Manuscripts Div.
New York Public Library
5th Ave. and 42nd St.
New York City, N.Y. 10018
(w) 212-930-0868
212-930-0804 (Wed)

MEMBERS AT LARGE

Bruce I. Ambacher
Machine-Readable Division (NNR)
National Archives and
Records Service
Washington, DC 20408
Phone (B) 202-724-1080

Susan E. Davis
535 W. 110th St., Apt. 141
New York, N.Y. 10025
(w) 212-930-0804

Lisa Hottin
American Irish Historical Society
991 Fifth Ave.
New York, N.Y. 10028
(w) 212-288-2263

Timothy Walch
9927 Copperton
Oakton, Va. 22124
(w) 202-523-3035

Frank Zabrosky
4716 Ellsworth Ave., Apt. 818
Pittsburgh, Pa. 15213
(w) 412-624-4430

ARCHIVIST:

Mary Boccaccio
McKeldin Library
University of Maryland
College Park, Md. 20742
(w) 301-454-2318

MAA EDITOR:

Donald F. Harrison
Machine-Readable Division (NNR)
National Archives and
Records Service
Washington, DC 20408
Phone (B) 202-724-1080
(H) 703-379-9351

STATE REPRESENTATIVES

Barbara Benson
Historical Society of Delaware
505 Market St. Mall
Wilmington, De. 19801
(w) 302-655-7161

Jacqueline Goggin
621 Hamlin St., N.E. #5
Washington, D.C. 20017
(w) 202-332-1233

Mary Boccaccio
McKeldin Library
University of Maryland
College Park, Md. 20742
(w) 301-454-2318

Carl Lane
144 Haddon Place
Montclair, N.J. 07043
(w) 201-483-3939

Br. Denis Sennett, SA
Graymoor
Garrison, N.Y. 10524
(w) 914-424-3671

Frederic Miller
Urban Archives
Temple University
Philadelphia, Pa. 19122
(w) 215-787-8257

Lucious Edwards, Jr.
1308 Frank Ave.
Petersburg, Va. 23803
(w) 804-520-5482

Anne Effland
Rt. 7, Box 223A
Morgantown, W. Va. 26505
(w) 304-293-3536

Fiscal Summary 1977-1982

20 May 1982

MEMORANDUM for Arthur Breton and Members of the Steering Committee

FROM P.J. Parker, retiring Treasurer

Attached is a five year summary report of MARAC's finances covering the period 10 June 1977 to 19 May 1982. It is offered to suggest to you where our money has come from and where it has gone.

Over all, one can draw several conclusions from the figures:

1) With the exception of 1980, we have spent more running the organization than we have received in membership dues.
2) About 30%, on average, of our income comes from meetings.
3) Our postal expenses have been contained only because we have been able to use some organization's non-profit permit. If we cannot continue to use a permit, or get one of our own, our postage will probably increase to about $850 or more a year.
4) We are growing up as an organization. In the last two years, our administrative costs have amounted to more than 20% of our expenditures.

I might also note that the Mucci book has returned a 20% profit on our investment. On the other hand, we seem to have lost about $1,000 on T-shirts over the last five years.

If we assume that our savings account represents about one year of operational expenses, we must look very carefully at any new project, whether it be co-operative publication of the Alternative Archivist or an annual. Even if we put our nest-egg in money market investments, we could not expect to increase our income by any more than $350 over what we are currently receiving.

Therefore I recommend:

1) That registration fees for meetings be calculated to return $1.50 per registrant to the Treasury. Any additional profit would be welcomed, of course, but this would assure us of a meeting income of about $600 per year. Alternatively, we might consider a two-level membership: with publications, $15; without publications, except newsletter, $5.

Good luck. It has been fun.

FIVE-YEAR SUMMARY REPORT 10 June 1977 to 19 May 1982

Comparison year: 1 June to 31 May
on CASH basis

INCOME Recapitulation:	1978*	1979	1980	1981	1982*
Membership	$1142.00	$1374.00	$2624.00	$2855.00	$2955.00
%	30.08	49.25	58.39	57.05	66.37
Meetings	$2654.31	$ 390.70	$ 941.71	$1823.45	$1024.69
%	69.92	14.0	20.95	36.43	23.01
Book Sales	n/a	$ 820.00	$ 712.50	$ 69.00	$ 39.00
%		29.39	15.85	1.37	.87
T-Shirts	n/a	$ 63.75	$ 42.00	$ 12.00	$ 168.75
%		2.28	.93	.46	3.79
Other	n/a	n/a	$ 0.75	$ 6.00	$ 20.15
%			.0	.23	.45
Savings	n/a	$ 141.12	$ 172.78	$ 238.70	$ 244.47
%		5.05	3.84	4.77	5.49
	$3796.31	$2789.57	$4493.74	$5004.15	$4452.06

* incomplete year

EXPENDITURES	1978*	1979	1980	1981	1982*
Newsletter	$ 214.52	$ 475.51	$ 493.08	$ 823.75	$1178.05
%	5.74	15.86	20.15	24.97	20.2
Postage	$ 250.31	$ 318.18	$ 516.37	$ 212.33	$ 255.98
%	6.7	10.61	21.1	6.43	4.39
Steering Committee	$ 253.40	$ 195.98	$ 636.65	$ 489.95	$ 715.70
%	6.78	6.53	26.01	14.85	12.27
Nominating	$ 195.09	none	$ 203.89	$ 114.07	$ 254.48
%	5.22		8.33	3.45	4.36
Program Committee	$ 43.60	$ 95.94	none	$ 300.00	$ 77.25
%	1.16	3.2		9.09	1.32
Education Committee	none	none	none	$ 275.97	$ 89.73
%				8.36	1.53
Task Force	none	none	none	none	$ 47.50
%					.81
Meetings	$2136.12	$ 625.00	$ 208.50	$ 659.12	$1226.36
%	57.2	20.8	8.52	19.98	21.03
Publications	$ 298.00	$ 567.15	$ 86.39	none	none
%	7.98	18.92	3.53		
T-Shirts	$ 157.08	$ 234.90	none	none	$ 943.00
%	4.2	7.83			16.17
Office Expenses	$ 33.64	$ 64.00	$ 191.55	$ 92.00	$ 95.98
%	.9	2.1	7.82	2.78	1.63
State Caucus	none	none	none	$ 134.14	$ 97.00
%				4.07	1.66
Bank Service Charges	none	$ 27.69	$ 20.35	$ 10.47	$ 14.85
%		.92	.83	.31	.25
Printing	$ 94.50	$ 382.20	none	none	$ 507.90
%	2.53	12.75			8.71
Other expenses	$ 59.95	$ 10.52	$ 17.00	$ 186.34	$ 327.40
%	1.55	.35	.69	5.64	5.61
	$3734.21	$2997.07	$2446.89	$3298.16	$5839.78
Number of MEMBERS	380	452	527	571	591
Income per member	$ 9.99	$ 6.17	$ 8.52	$ 8.76	$ 7.53
Expenses per member	$ 9.82	$ 6.63	$ 4.64	$ 5.77	$ 9.88

Opening Balance $4,081.30 (6/10/77)

Closing Balances (5/19/82)
Checking $ 761.21
Savings $6,194.18

Respectfully submitted,
Peter J. Parker
Peter J. Parker

NPG 331
Smithsonian Institution
Washington, D.C. 20560

The Honorable Gerald Carmen
Administrator
General Services Administration
18th and F Streets, N.W.
Washington, D.C. 20405

Dear Mr. Carmen,

I have been charged by the officers of this organization of professional archivists to express our concern over plans for the reorganization of the National Archives, and to add our voice to those of Senators Eagleton and Mathias as expressed in their letter to you of March 3, 1982.

The National Archives, in our view, is not simply another functioning arm of a government bureaucracy but a cultural institution whose management calls for experience with the needs of cultural organizations, often quite different from those of business and government. In addition we believe that any decision which will affect the organization and performance of the National Archives must be made in consonance with the standards and goals of the archival profession.

Yours truly,

Arthur J. Breton
Chairman

cc: Sen. Thomas F. Eagleton
Sen. Charles McC. Mathias

The Copyright Office has also announced that King Research, Inc., has delivered its report on library photocopying which was commissioned by the Library of Congress in 1981. The office would also like to receive comments on this report. King Research, Inc., surveyed more than 500 libraries and an equal number of publishers to develop the report, which also includes surveys of library patrons. In the Washington, D.C., area, one copy of the King Report is available for 24-hour loan from the Public Information Office of the Copyright Office (room 401 of the Madison Building) and may be borrowed for photocopying outside the Copyright Office. It may also be purchased directly from King Research for $25 (King Research, Inc., P.O. Box 71, Rockville, Md. 20850).

Mr. Arthur J. Breton
Chairman, Mid-Atlantic Regional
Archives Conference
NPG 331
Smithsonian Institution
Washington, D.C. 20560

Dear Mr. Breton:

The Administrator of the General Services Administration (GSA), Gerald Carmen, has requested that I respond to your letter expressing concern over plans for the reorganization of the National Archives and Records Service (NARS). Three reorganizations have occurred recently which affect NARS.

First, the Records and Information Management program was transferred to GSA's Automated Data and Telecommunications Service (ADTS) in direct response to the mandates of the Paperwork Reduction Act of 1980 (P.L. 96-511). This Act assigned significant Government-wide responsibilities to GSA. In its consideration of the Paperwork Reduction Act, the Congress strongly recommended that GSA's responsibilities be considered in a single organizational unit. The functions transferred from NARS to ADTS related to non-permanent records. NARS will retain authority over and responsibility for records of continuing value.

Second, a new standard regional organization has been established to strengthen the regional organization while reducing administrative overhead costs. This had virtually no impact on NARS regional activities. Our Federal Archives and Records Centers retained their division status within a new Office of Information Resources Management.

Third, the Office of the National Archives was reorganized at our request to reduce administrative overhead costs, strengthen reporting relationships, and permit the reallocation of resources from administration to basic archival programs. I am currently examining other components of NARS to seek opportunities to reduce overhead and strengthen our fundamental programs.

I appreciate your concerns regarding organizational realignments, but I can assure you that these changes will in no way interfere with our ability to properly manage and administer NARS programs.

Sincerely,

ROBERT M. WARNER
Archivist of the United States

Coalition to Save our Documentary Heritage
George Washington University, Washington, DC 20052

April 16, 1982

Mary Elizabeth Ruwell, President
Mid-Atlantic Regional Archives Conference
University Museum Archives
University of Pennsylvania
Philadelphia, PA 19104

Dear Ms. Ruwell:

Last year the Mid-Atlantic Regional Archives Conference committed itself to becoming a member of the Coalition to Save Our Documentary Heritage. At the time no financial contribution was requested of the Coalition's member organizations, and all Coalition expenses this past year have been funded by contributions from individuals and a few organizations, which have subsidized a large amount of our copying and postage.

If we are to continue to keep you informed about actions on Capitol Hill that affect NARS and the NHPRC and require your action, we must have more stable financing of our basic costs and at least one part time paid staff person. We have drawn up the enclosed budget, which estimates what it would cost to run the Coalition until the end of this calendar year.

Included in this estimate is a part-time salary for a staff person who could spearhead the effort to keep member organizations informed and active, track legislation, supervise mailings, and co-ordinate the work of volunteers. We would still be dependent on members of the steering committee and activists within our member organizations for meeting with Congressional staff members, writing testimony, and planning strategy, but we need to make some of the enormous amount of work of the day-to-day operation of the Coalition the responsibility of paid staff and not that of the individuals who have operated the Coalition to date.

We are recommending that five of the Coalition's member organizations (The American Historical Association, The Organization of American Historians, The Society of American Archivists, The American Association for State and Local History, and The National Genealogical Society) contribute $1,000 each to aid in the funding of this budget. We ask that smaller organizations within the Coalition, such as MARAC, assess themselves at the rate of $.25 per member in support of this work. If your current budget does not have leeway within it even for as small a contribution or pledge as this, we would be willing to use our word-processing technology to help you send a special appeal to a select list of your individual members asking them for a one time personal contribution to the Coalition through your organization. Even the funds raised through organizational contributions will not fund the entire budget, but we believe that individual and in-kind contributions will make up the difference.

The crisis is even worse this year than last. This request is made in order to keep the Coalition functioning and to take advantage of the momentum that we already have on our issues. If we want to see NARS and the NHPRC adequately funded, a resolution of the NHPRC's authorization problem, and the separation of NARS from GSA, we must act now. Therefore we believe that the Coalition's work will be needed for at least this year while work goes on to establish a more permanent advocacy office for historical and archival issues.

Realizing that many organizations have elected new officers in recent months, we urge you to send any new names and addresses of contacts to the Coalition office. Let us know if you wish to remain on our mailing list at the same time.

Thank you for your prompt consideration of this request.

Sincerely yours,

Charlene Bickford
Association for Documentary Editing

J. Frank Cook
Society of American Archivists

Phyllis Johnson
National Genealogical Society

Page Miller
National Coordinating Committee for the Promotion of History

Anna Nelson
Organization of American Historians

Michael Richman
Association for Documentary Editing

Connie Schulz
American Historical Association

Jack Shulimson
Society for History in the Federal Government

PROPOSED BUDGET FOR COALITION TO SAVE OUR DOCUMENTARY HERITAGE

May 1, 1982 - December 31, 1982

Copying (figure is based on 3 sheets for each 6 mailings to mailing list of 600, one large mailing to approximately 5,000, plus an extra 4,000 copies of the fact sheets.)	$ 3,000.00
Postage (figure is based on 6 mailings to a list of 600, one large mailing to approx. 5,000, cost of a bulk mail permit, etc.)	$ 2,100.00
Stationery, supplies, and printed materials (based on purchase of 10,000 envelopes, 1,000 sheets of letterhead, file folders, paper, WANG diskettes, ribbons and paper, plus publications like the Congressional Staff Directory.)	$ 1,000.00
Cost share WANG service contract	$ 300.00
Telephone ($75 monthly)	$ 600.00
½ time administrative secretary	$ 6,700.00
TOTAL	$13,700.00

Preservation Views

by Susan Schwartzberg

Although I am not a professional archivist, my work as a preservation specialist enables me to work closely with archivists. We share a concern for the care and preservation of library and archival materials. In the months to come, I would like to use this column to exchange news in the field of preservation. I hope that it will become a members column where we can share ideas with one another. I hope that the column will help us to keep up with the literature of the field, especially that written by the MARAC membership. Please send me all the bits and snippets on preservation that you come across and keep me advised of your publications as well as your ideas. I look forward to hearing from you.

Susan G. Swartzburg
Preservation Specialist
Rutgers University Library

***R.R. Donnelley & Sons Company, Chicago, closed its Graphic Conservation Department on December 31, 1981, ending a 60-year tradition of fine binding and paper conservation.

***The YIVO Institute for Jewish Research, New York City, will use video technology to preserve photographs and films that document Jewish life in pre-war Eastern Europe. The Institute has begun to transfer 120,000 photographs to videodisc and plans to store selections from pre-war films taken by travellers to Eastern Europe as well. The Charles H. Revson Foundation has provided the initial funding for the project.

***Rich Mitchell, Assistant Professor of Photography at Cook College of Environmental Studies, Rutgers University, has begun to collect and preserve the photographs and photographic artifacts in the possession of the New Jersey Agricultural Experiment Station. Mitchell became interested in the project in 1980 when the Experiment Station was celebrating its 100th anniversary. The group is currently transferring dry plates, prints and lantern slides to archivally safe storage material and exploring methods for making the collection accessible to students and scholars.

***A lead article in The Wall Street Journal, Thursday, Feb. 4, 1982, focuses upon the ethics of restoration. "In Preserving Art, Big Museums Seek Unvarnished Truth," reporter Cynthia Saltzman discusses the problem of over-restoration in the museum world, what the bookman calls "sophistication". How much do we restore is a question that each curator must face and it is interesting to note that preservation ethics are the focus of increasing interest. The Guild of Book Workers held a seminar on the subject in April and a symposium on the subject is planned next year at the Columbia University School of Library Service, jointly sponsored by its Book Arts Press.

***A 40-page catalogue of supplies for preservation is available from CPV (Document Preservation Center), a division of Cohasco, Inc., P.O. Box 821, Yonkers, NY 10702.

***Final reports from two of the libraries that participated in the Association of Research Libraries (ARL) Preservation Planning Program pilot self-study are now available. Preservation in the Dartmouth College Library and Preservation Planning Report-The University of Virginia both describe current conditions at these institutions, identify preservation needs, outline preservation programs and suggest methods of implementation. They are available at $10 each prepaid ($15 if invoice required) from the Office of Management Studies, ARL, 1527 New Hampshire Avenue, N.W., Washington, DC 20036.

***The Nebraska State Historical Society, with a grant from NHPRC, has produced a set of manuals on the preservation of paper and microfilm. They include information related to proper environmental and physical conditions, and to response to disasters affecting records. The Society has also produced two new slide/tape programs as part of their series on paper conservation: "Environmental Controls" and "Storage and Handling". These programs may be borrowed free of charge for a period of a week following receipt. The manuals are free upon request as long as supplies last. Contact Judith Fortson-Jones, Nebraska State Historical Society, 1500 R Street, Lincoln, NB 68508.

***The Folger Library, Washington, DC, has received a one-to-one matching grant for $350,000 for permanent endowment for support of the Conservation Department. In addition to general support for the needs of the conservation laboratory, the grant will provide for conservation apprenticeships or internships. The Pierpont Morgan Library, New York City, received a grant of $600,000 to help endow its Conservation Department. The library has 3 years to match the grant. Both of these grants are from the Andrew W. Mellon Foundation.

***Picture Librarianship, edited by Helen P. Harrison (Oryx Press, 1981 $35) comprehensively covers processing and handling, storage and environment, conservation treatments, and disaster planning for picture collections including photographs and negatives, microforms, slides and illustrations.

***A helpful pamphlet, Caring for Books and Documents (1981) has been written by A.C. Baynes-Cope, based upon the accumulated experience of the British Museum's Research Laboratory. Its advice is aimed at the private collector rather than the archivist or librarian, but it provides much useful advice in a concise format. It is available for $6.50 from British Museums Publications, Ltd., 6 Bedford Square, London, WC1B, England.

***The Preservation Office, Library of Congress, has just issued the first of its National Preservation Program Publications, Matting and Hinging Works of Art on Paper. The 32-page pamphlet includes clear instructions for constructing several types of mats; it also includes a glossary, supply list and list of suppliers. It is available for $2.75 from the Supt. of Documents, Washington, DC 20402, Stock No. 030-000-00134-6.

***The May 1981 issue of Consumer Reports (46:5) reviews home model de-humidifiers, pp. 300-303. It should be required reading for MARAC members in institutions where there are no environmental controls.

***The September 1981 issue of PhotographiConservation (3:3) includes Thomas T. Hill's "Reading List of References on the Preservation and Restoration of Photographic Images", pp. 6-7. The list was originally prepared for the photographic conservation seminar offered at Rochester Institute of Technology.

***The Antiquarian Bookseller's Association of America (ABAA) has issued a comprehensive, detailed and practical manual for dealing with the problem of book and manuscript theft and security. Rare Books and Manuscript Thefts: A Security System for Librarians, Booksellers, and Collectors (1982) is available free of charge from ABAA, 50 Rockefeller Plaza, NY 10021. An abbreviated version of the manual has also been published in AB Bookman's Weekly, 69:7 (Feb. 15, 1982), pp. 1224-1239.

***Videodisc/Videotext, 1:3 (Summer 1981) includes a "Glossary of Terms" relating to video technology, pp. 173-186. Video technology, especially the optical disc, offers new options for the archivist and it is essential that we become familiar with the terminology if we are to actively participate in a new technological environment.

***A Committee for the Preservation of Sound Recordings, representing manufacturers, collectors, scientists, librarians and archivists has recently been formed and will affiliate with the Magnetics Society, Institute of Electrical and Electronics Engineers (IEEE) in July. The goals and objectives of the Committee are summarized in the study by A.G. Pickett and M.M. Lemcoe, Preservation of Sound Recordings (Washington: Library of Congress, 1959). For more information, contact Mary Hoos, Executive Director, 4317 Barrington Road, Baltimore, MD 21229.

***Vilia L. Reed, the retouching consultant, Eastman Kodak, has published instructions, "How to Work Restoration Magic on Wrinkled Negatives", PhotographiConservation, 3:4 (Dec. 1981), 4-6. The instructions were originally published in The Professional Photographer (July 1980).

***An excellent article on the uses of optical disc technology for information storage by Charles Goldstein, "Optical Disc Technology and Information", Science, 215:4534 (Feb. 12, 1982) pp. 862-868, should not be missed.

Sales of the Mucci Book for 1981/82

Colleges & Universities - 14

State, Regional & Municipal Libraries - 14

Book Services & Individuals - 10

Foreign - 7
including Kuala
Lumpur and Rio de Janeiro

Library of Congress Copyright Office
Seeks Final Comments on Photocopying Provisions

The Library's Copyright Office is seeking final comments on the subject of photocopying by libraries and archives, especially on the extent to which section 108 of the copyright law has created a balance between the rights of creators and the needs of users of copyrighted works which are reproduced by libraries and archives. The comments will aid the Copyright Office as it prepares its report on the effectiveness of section 108 for Congress. This report is required by the 1976 Copyright Act. The Copyright Office has published a notice and provided specific details of the final comment period in the Federal Register, 47 Fed. Reg. 23061-2 (1982). Written comments should be submitted by August 2, 1982, to the Library of Congress, Office of the General Counsel, Department D.S., Washington, D.C. 20540. Of particular interest are answers to the following questions:

1. To what extent has section 108 changed library procedures? Has there been any significant effect on users' and librarians' access to information?

2. To what extent has section 108 affected established patterns in the publishing industry and the relationship between authors, libraries, and library users?

3. Depending upon the type of library involved, describe the effect, if any, of section 108 upon the type and amount of copying performed by the Library on its own behalf or on behalf of users. To what extent have publishers and authors experienced a change in the number of requests from libraries to reproduce works since the present law went into effect?

4. In what manner has the establishment of the Copyright Clearance Center affected your experience under section 108? Would the creation of a National Periodical Center affect your operations? (The intent of these questions is to elicit responses from publishers and authors on the one hand and libraries and library users on the other.)

5. Describe the impact, if any, that section 108 has had upon the replication of nonprint materials, including the ability of libraries to reproduce phonorecords and audiovisual works dealing with news. In response to this question describe any problems which have been encountered as the result of the narrower exemptions for nonprint materials under section 108.

6. How have the CONTU guidelines worked in practice? How should periodicals more than five years old be treated?

7. What is your opinion of the relationship between section 107 ("fair use") and section 108 ("reproduction by libraries and archives")?

8. How should foreign copyrighted works and requests from foreign libraries be treated under section 108 and, in practice, how are they treated now?

9. If problems do exist, can they be resolved without resort to legislative amendment? If so, what are the problems, and how could they best be resolved? If not, what changes should be made in the law?

MARAC STEERING COMMITTEE MEETING
OCEAN CITY, MD
MAY 20, 1982

Arthur Breton called the meeting to order at 6:10 p.m. Those present were Ron Becker, Barbars Benson, Arthur Breton, Susan Davis, Lucius Edwards, Anne Effland, Jackie Goggin, Thomas Graf, Laura Grotzinger, Don Harrison, Linda Henry, Lisa Hottin, Joanne Mattern, Frederic Miller, Julia Morgan, Bob Nawrocki, Ed Oetting, Peter Parker, Robert Plowman, Diane Rosenwasser, Denis Sennett S.A., Cynthia Swank, Tim Walch.

Secretary's Report. Membership as of May 19, 1982 is 603. By State Caucus, the break-down is as follows: DE - 13, DC - 146, MD - 43, NJ - 45, NY - 168, PA - 105, VA - 40, WV - 17, Other - 26.

Philadelphia Meeting. Bob Plowman reported that the Holiday Inn has given us the rates of $42 single, $48 double for Thursday through Saturday. The meeting will take place October 29-30. The reception will be held in the Mayor's reception room in City Hall.

New Jersey Meeting. Will be held in New Brunswick.

Fall 1983 meeting. Originally scheduled to be held in West Virginia, there is now some question as to whether the West Virginia members will be able to host the meeting. Tabled to be discussed later during the meeting.

Abolotion Society Scholarship. A winner has not been selected as this award committee has not met to choose one.

Georgia Archive. Arthur Breton reiterated the proposal before MARAC and NEA and announced that NEA decided not to be involved with the journal. Tim Walch moved to decline SGA's offer but suggested that MARAC do a one-time publication of papers written by MARAC members. It was decided that Tim's suggestion would be presented as a proposal before the membership at the business meeting. A committee would be established to find out the feasability of doing a one-time publication in honor of MARAC's tenth anniversary. Arthur will write a letter to SGA to notify them that MARAC declines their offer.

Treasurer's Report. Peter Parker prepared a five-year summary report of income and expenses. It shows that income per member is less than expenses per member. 30% of income comes from semi-annual meetings. It was decided that a $2.50 income to MARAC should be built into meeting registration fees and that non-members be charged an additional $5 to attend meetings. It was further decided that the new treasurer prepare for the next steering committee meeting a projected budget based on the percentages reflected in the five year summary. This budget would show expected increases in expenses during the next two to three years. The summary report shows strong evidence for an increase in dues.

Coalition to Save our Documentary Heritage. This organization asks for a 25¢ per member contribution to aid their efforts to keep member organizations informed about activities related to our profession that take place on Capitol Hill. After some discussion it was decided that MARAC would contribute 25¢ per member to this organization. Tim Walch abstained.

Bulk Mailing Permit. Bob Sink and Peter Parker will look into obtaining a bulk mailing permit.

Task Force on Guidelines. Distribution of the guidelines was discussed as well as the matter of reproducing them. There was a suggestion to include them in maa as it will be expensive to print and distribute them on their own. This matter will be discussed further at the next Steering Committee meeting.

Constitution Revision Committee. The committee is not ready with its report. Some suggested revisions are the size and composition of the Steering Committee. Since most of the members of the committee are going off the committee, recommendations will be passed through Lisa Hottin to the new Steering Committee at its next meeting.

West Virginia Meeting. It was decided that the location of the Fall 1983 meeting be changed to Baltimore.

The index for the first 10 volumes of maa will appear in the next issue.

Arthur introduced the newly elected officers and steering committee members:

Secretary - Laura A. Grotzinger
Treasurer - Bob Sink
DE - Barbara Benson
DC - Jackie Goggin
MD - Mary Boccaccio
NJ - Carl Lane
NY - Denis Sennett, S.A.
PA - Fred Miller
VA - Lucius Edwards
WV - Anne Effland

New Business. Annamarie Sandecki proposed that a task force be created to survey MARAC's members about their opinions. Annamarie was appointed to form a task force for this purpose.

The meeting was adjourned at 8:05 p.m.

Respectfullysubmitted,

Diane Rosenwasser

Diane Rosenwasser
MARAC Secretary

MARAC's Dear Archivist...

Practical Solutions to Archival Dilemmas

Volume 1, Number 2 (Summer 1982)

Editor's Note: The idea for a technical leaflet series orginated with the New York Caucus of MARAC. The series, as developed by the Caucus, is intended to provide brief, practical information about selected archival topics suitable especially for beginners in the profession. As a pilot project the New York Caucus will produce four issues of MARAC's "Dear Archivist" during the coming year, mailing one technical leaflet with each issue of the Mid-Atlantic Archivist.

This second leaflet addresses the question, "How can I compute the total cost of archival processing?" Providing an answer is Thomas Wilsted, Archivist/Administrator of the Salvation Army Archives and Research Center, 145 West 15th Street, New York, New York 10011.

Reader comments will be crucial for an evaluation of the success of this pilot project. Please send your comments to the series editor: Gregory S. Hunter, Director of Archival Programs, United Negro College Fund, Inc., 500 East 62nd Street, New York, New York 10021.

Computing the Total Cost of Archival Processing

By Thomas Wilsted

With the concern in recent years over institutional accountability, archivists are increasingly interested in modern management techniques and in trying to measure the performance of their institutions. Certainly, measurement is not new in the profession, and archivists for many years have counted the number of accessions, amount of archival material processed, number of reader inquiries and similar statistics. But while these statistics compare results from one month or one year to the next, they do not indicate the actual cost of each service in terms of time or money expended.

If archivists are going to adequately plan for future development or justify their budgets, they must begin to quantify cost of time and materials. Because archival collections vary so greatly, it is difficult to offer any standard as to how much it is likley to cost to process a particular collection. It is imperative, therefore, that each institution begin to compile its own history of processing costs.

Defining Terms

While individuals sometimes use the words "arrangement and description" interchangeably with "processing," archivists must take care to define the various tasks involved in arrangement and description if they expect to develop useful and accurate statistics. The tasks involved in arrangement encompass the following: background reading and research, appraisal, preliminary arrangement, arrangement and detailed weeding. Arrangement may also include such preservation tasks as: unfolding, cleaning, removal of paper clips and staples, refoldering and boxing materials. Descriptive tasks include: drafting of catalog entries and cross references, writing a detailed finding aid, and the typing of the catalog cards and inventory. Often we do these tasks simultaneously, with the result that it is impossible to separate the time spent on each step. When compiling statistics, however, the archivist must be certain to include the time spent on all phases of processing.

Value of Statistics on Processing Cost

Assuming it is possible to discover these costs, how can we use them and why are they valuable? Archivists can use statistics on cost in two ways: as a means of comparison and in planning future projects. When statistics are available on the cost of an archival operation such as processing, we can make many types of comparisons. One of the first is to compare the cost of processing between two different archivists or between processing by a professional archivist and a clerical assistant. Another comparison might be between two types of processing, one which describes material at the series level and another which describes material at the folder level. Yet another comparison might be between different types of records: 18th century manuscripts versus 20th century business records. In order to make such comparisons, we must apply some standard form of measurement to specific cases.

With statistics on the cost involved in processing, an archivist can also project and plan for future development. When planning grant proposals, one can indicate to the funding agency the cost of processing and also statistically project the amount of time needed to complete a project. In developing a long-range plan, an archivist can project future needs on the basis of the amount of unprocessed material and offer statistics on how long it will take to process a given amount of material.

Computing the Cost of Processing Time

What is the standard measurement for time spent processing a collection? The most accurate is hours per cubic foot. To obtain this measure, take the number of hours spent processing a collection and then divide by the number of cubic feet processed:

$$\frac{\text{28 hours spent processing}}{\text{4 cubic feet of archives}} = \text{7 hours per cubic foot.}$$

By keeping an accurate count of the processing time spent on particular types of material along with the amount of material processed, an archivist can begin to project how long it will take to process a collection of 19th century personal papers or 20th century organizational records.

However, such raw data does not take into consideration all factors in the arrangement and description chain, nor does it give us figures on the cost of processing. To get this cost: take the basic formula used above, multiply by the cost per hour and then add the cost of supplies and shelving. This gives the cost of processing one cubic foot of archives:

$$\frac{\text{cost per hour X hours spent processing} + \text{cost of shelving and supplies}}{\text{cubic feet of archives}} = \text{cost per cubic foot}$$

While we can easily derive the number of hours spent processing and the amount of material processed, the cost per hour and miscellaneous costs can be more difficult to determine. When staff are paid on an hourly basis with no fringe benefits except social security, their cost per hour is their hourly wage plus their social security tax. However, staff on an annual salary receiving a variety of fringe benefits are less easily classified on an hourly basis. To do this, first include all monetary benefits:

$14,300	salary
150	social security
450	medical insurance
100	misc. taxes and other benefits
$15,000	total cost to the institution

In order to take into account other fringe benefits such as annual leave, sick leave, and paid holidays, subtract these items before trying to obtain the salary on an hourly basis:

260 working days per year
- 10 days annual leave
- 10 paid holidays
- 5 sick days
- 5 personal days
230 days

230 days X 7.5 hours per day = 1,725 hours

$\frac{\$15,000}{1,725 \text{ hrs.}}$ = $8.70 per hour

In order to determine total processing cost, we must consider time spent by all staff members in the processing of a collection. A typical case might include:

44 hours processing time @ $8.70 per hour	$382.80
1 hour supervisory time @ $11.00 per hour	11.00
2 hours secretarial time spent typing an inventory and catalog cards @ $7.00 per hour	14.00
	$407.80

The Cost of Materials

In addition to the cost of labor, we must also include the cost of both supplies and shelving. We can easily derive the cost of supplies by keeping an accurate count of folders and boxes. This cost can vary, however, depending upon the type of boxes and folders used. In the example above, we used the following materials:

15 hollinger boxes @ $1.50 per box	$22.50
100 acid free folders @ $.125 per folder	12.50
Total cost of supplies	$35.00

Determining the cost of shelving can be difficult if the shelving has been installed for some time. The cost can also vary widely depending upon whether the archives uses industrial, library or mobile shelving. The latter is the most expensive, costing 75-100% more than industrial shelving. On the basis of a 1982 Salvation Army shelving installation, the cost of industrial type records shelving was $9.00 per cubic foot.

Using our same example, the following components give the total cost per cubic foot of processing this nine cubic foot collection.

$\frac{\$407.80 \text{ (labor)} + \$35.00 \text{ (supplies)} + \$81.00 \text{ (shelving)}}{9 \text{ cubic feet of records processed}}$ = $58.20 per cubic foot

The figures in the example above accurately reflect one collection processed at The Salvation Army Archives and Research Center. It contained the personal papers of a 20th century composer and included correspondence, manuscripts of books and articles, scrapbooks, photograph albums and sketchbooks. Tasks performed while processing the collection included: preliminary research, appraisal, arrangement down to the folder level, weeding, removal of paper clips and staples, refoldering, boxing, drafting an inventory and catalog cards and their typing.

Appraisal and Other Factors Affecting Comparisons

While the cost per cubic foot can be a useful comparative measurement, there are factors affecting processing costs which archivists must take into account when making comparisons. Some collections require that a great deal of time be spent on one or more of the following activities: the cleaning and repair of dirty or torn records, the imposition of order on records that are either disorganized or whose original order is not useful, or appraisal to determine which records have permanent value and which do not. The inclusion of any of these factors in processing can radically alter the cost per cubic foot of processing.

As an example, I have shown below the costs for a series of Salvation Army personnel records where appraisal became a major factor in the overall costs.

1. Personnel Costs:

15 hours processing time @ $8.70 per hour	$130.50
½ hour supervisory time @ $11.00 per hour	5.50
8 hours appraisal time @ $11.00 per hour	88.00
½ hour secretarial time @ $7.00 per hour	3.50
	$227.50

2. Supplies:

30 folders @ $.125 per folder	$3.75
3 records center boxes @ $1.55	4.65
	$8.40

3. Shelving Costs: 3 cubic feet @ $9.00

4. Total:

$\frac{\$227.50 \text{ (labor)} + \$8.40 \text{ (supplies)} + \$27.00 \text{ (shelving)}}{3 \text{ cubic feet of records processed}}$ = $87.63 per cubic foot

We felt that the appraisal time by the supervising archivist was justified because a substantial portion of the collection did not have permanent archival value. As a result of the appraisal, we reduced the size of the collection from ten to three cubic feet. This lowered the overall cost of processing by 50%, thereby offsetting the increase in the cost per cubic foot. For this reason, we must take care when comparing processing costs per cubic foot to be certain that there are no wide variations between the components used as the standard.

Conclusion

These cost figures indicate just how labor-intensive the archival profession has become. By realizing this fact and using information gleaned from an institution's experience, archivists can begin to justify their existence in a cost-conscious world and accurately plan for future institutional development.

Suggested Readings

"Archival Processing Costs." Problems in Archives Kit (PAK) IV (Chicago: Society of American Archivists, 1981).

Davis, W. N., Jr. "Budgeting for Archival Processing." The American Archivist 43:2 (Spring 1980), 209-211.

Maher, William J. "The Importance of Financial Analysis in Archival Programs." The Midwestern Archivist 3:2 (1978), 3-24.

New York State Caucus
Gregory S. Hunter
United Negro College Fund
500 East 62nd Street
New York, NY 10021

MARAC's
Dear Archivist...
Practical Solutions to Archival Dilemmas 4

HOLIDAY INN
PHILADELPHIA, PA.

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

FALL MEETING
OCTOBER 29-30, 1982

SCHEDULE OF SESSIONS
SATURDAY

BASIC WORK SHOP

9:00 to 10:15

Preservation of 20th Century Materials

Andrew Raymond,
Northeast Document Preservation Center

Timothy Vitale,
National Archives and Records Service

Career Development: Archivist Entrepeneur Consultant

Judith Felsten,
Balch Institute for Ethnic Studies

Carol Soffa,
Carol Soffa, Inc.

Betty Prather, CRM
Gilbert/Commonwealth

Archival Theory and the New Technology: A Debate

Chair/Comment: Tyrone Butler,
Medgar Evers College of C. U. N. Y.

Joseph Settani,
The Salvation Army Archives
and Research Center

Sharon Gibbs,
National Archives and Records Service

Film and Videotape: Preservation
(illustrated with historic film footage)

Alan Lewis,
Public Television Archives (PBS)

Audrey Kupferberg,
American Film Institute

10:30 to 11:45

Managing the Archives with Micro-computers: New Technology for Old Problems

Chair: Adele Newburger,
Baltimore Regional
Institutional Studies Center

Richard Kesner,
F. W. Faxon Company, Inc.

In-house Records Surveys

Chair/Comment: Thomas Mills
New York State Archives

John Clayton, Jr.,
University of Delaware

Jean Crary,
University of Delaware

Genealogy: Three Perspectives

Chair: John Platt,
Historical Society of Pennsylvania

Joanne Mattern,
Delaware Bureau of Archives and Records

Harry Boonin,
Jewish Genealogical Society of Philadelphia

12:00 to 1:30

LUNCH/BUSINESS MEETING

SEMINARS

BASIC WORK SHOP continued

1:45 to 2:45

Preservation of Sound Recordings

Mary Hoos,
Committee for the Preservation
of Sound Recordings

Copyright and Privacy: Photographs

Ruth Simmons,
Rutgers University

Sandra Chaff
Medical College of Pennsylvania

Retention Schedules: A Case Study for Setting Them Up

Anne Effland,
West Virginia State Archives

3:00 to 4:00

Recruiting and Using Volunteers

Adele Lerner,
New York Hospital
Cornell Medical Center

Elin Danien,
University Museum

Hard-to-Handle Materials

Steven Catlett,
American Philosophical Society

Measuring the Cost Effectiveness of Archival Services

Thomas Wilstead,
The Salvation Army Archives
and Research Center

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

HOLIDAY INN
PHILADELPHIA, PA.

FALL MEETING
OCTOBER 29-30, 1982

SCHEDULE OF SESSIONS
FRIDAY

9:00 to 10:30

PLENARY SESSION

10:45 to 12:00

Archives and Their Institutions

Chair: Ellen Sowchek,
Pace University

Joseph Casino,
Catholic Historical Society

Katherine Kovacs,
Corcoran Gallery of Art

Annamarie Sandecki,
J. Walter Thompson Co.

Documenting the History of Art

Chair: Arthur Breton,
Archives of American Art

William McNaught,
Archives of American Art

Buck Pennington,
Archives of American Art

Video/Optical Discs and Microfilm: Storage, Retrieval and Copying

Chair: Charles Dollar,
National Archives and Records Service

Richard Myers,
National Archives and Records Service

Duncan Mackie,
Delaware Bureau of Archives and Records

Basic Literature*

Daniel Lorello,
New York State Archives

Audiovisual Presentations: Use of Genealogical Records

Chair: Rebecca Colesar,
New Jersey Bureau of Archives and History

Nancy Malan,
National Archives and Records Service
(new slide show on use of NARS records)

Charlotte Goodman,
Chester County Historical Society
(film)

12:15 to 1:45

LUNCH/STATE CAUCUS MEETINGS

2:00 to 3:15

Appraising 20th Century Records

Chair: Elizabeth Spera,
PSFS Archives

Richard Cox/Anne Turkos
Baltimore City Archives

Kathleen Brennan,
Robert F. Wagner Labor Archives

Frank Suran,
Pennsylvania Historical
and Museum Commission

Case Studies in Protecting Privacy

Chair: Michael Reynolds,
National Archives
and Records Service

Diane Rosenwasser,
Sloane-Kettering
Memorial Hospital Archives

Ann Van Camp,
Chase Manhattan Archives

Joan Howard,
National Archives
and Records Service

Use of Internal Evidence to Process Collections

Letitia Yaendl,
Folger Shakespeare Library

Planning Archival Programs: Setting Priorities*

Lee Stout,
Pennsylvania State University

Jo Ann Williamson,
National Archives
and Records Service

TERCENTENARY SESSION - CITY HALL

Philadelphia Documents Itself

Chair: Stephanie Morris,
National Immigration Archives, Temple U.

Peter Parker,
Historical Society of Pennsylvania

Carol Wojtowicz,
Mutual Assurance Company and
the Philadelphia Conributorship

Charlie Hardy,
WHYY, Channel 12

Closing Comment: Allen Weinberg,
Philadelphia City Archives

(2:00 - 4:30)

3:30 to 5:00

TOURS
(see attached sheet)

5:30 to 6:30

RECEPTION — CITY HALL

* Introductory Session

SPECIAL SUPPLEMENT

mid-atlantic archivist
TEN YEAR INDEX

Compiled
by Sara Stone

In keeping with the spirit of this maa birthday issue, we have decided to compile and publish a "first ten years" index. We started out with honorable intentions, but our inability to collect a complete "set" of maa suggests no one will seriously use this index. Its purpose, therefore, is to illustrate what maa calls its baliwick over ten years of MARAC organizational development.

Compiler Sara Stone reports that subjects are entered by short title, author and subject, followed by volume number and issue number only. We purposely ignored pagination. Some repetitive features are summarized at the end, since their appearance in each issue is useless information. Speaking of volume and issue numbers, never can we live down that volume 6 number 1 was published as volume 5 number 1, and volume 6 number 4 mislabled as volume 7 number 4. The index entries refer to what should be the correct designations in these two issues. And we were never able to locate volume 3 number 3 and volume 5 numbers 3 and 4. Not even in the maa collection nor in the MARAC archives. The best collection was Martha Slotten's at Dickinson College.

Our thanks to Sara Stone are endless, since she willingly and even enthusiastically accepted the difficult task and on a very short deadline.

A

Abbey Newsletter, paper conservation v.8 #2.
Affirmative Action. v.2 #3.
American Association for State and Local History v. 10 #3.
American Association of University Women v.6 #2.
American Philosophical Society (IS) v.2 #4.
Appraisal of business archives by Helen Davidson v.6 #3.
Architectural records. See: COPAR. See also Blueprints.
Archival security program. SAA announces new program. v.5 #1, v.6 #2.
Archival theft legislation. v.8 #1.
Archives and the Legislative process by Larry Hackman. v.9 #4.
Arranging and handling printed emphemera, a guide by Evert Volkersz v.4 #3, v. 4 #4.

B

Boccaccio, Mary. Data Processing 101 v.7 #4.
Baeck Institute. See also: Leo Baeck Institute.
Balch Institute (IS) v.3 #2.
Baltimore Criminal Justice Commission papers at BRISC. v.4 #3.
Baltimore Historical Records Council. v.9 #1.
Bias against women in archival profession v.4 #2.
Blueprints: publication of the National Building Museum. v.10 #4.
Brooklyn College. Research use of student archives v.9 #2.
Bucks County Historical Society v.2 #4.

C

Careerism. The worm in the half-eaten apple. E. Frievogel (R) v.3 #2.
Central or local control: the case for archival partnership by James B. Rhoads (R) v.3 #4.
Center for the Study of the Consumer Movement v.7 #3.
Church of Jesus Christ of Latter Day Saints Archives v.4 #4.
Cigar Makers International Union Papers at UMD v.4 #3.
Clearinghouse for paper Preservation (NYSL) v.4 #3.
Cloning. See: Rapport, Leonard. See also v.8 #1 and v.8 #2.
Coalition to save our Documentary Heritage v.10 #2
Collection and Administration of documentary collections (R) Principles for the Long Haul. v.4 #3.
College and University Archives. Annual workshop at Case Western Reserve University. v.5 #2.
Computer based bibliographic searching workshop at SUNY Albany. v.6 #1.
Conservation Center for Art and Historic Artifacts. v.7 #3.
Cooperstown. Seminars on American Culture. v.6 #3.
Copyright law. v.6 #3.
COPAR. Committe for the Preservation of Architectural Records. v.6 #2, v.7 #1.
Custer Memorial Award. v.7 #4.

D

Data Processing 101. by Mary Boccaccio. v.7 #4.
Davidson, Helen. Appraisal of Business Archives (R) v. 6 #3.
Delaware Historical Records Plan. v.7 #3.
Discrimination and Archivists. v.2 #1, v.2 #2.
Discrimination. See also: Bias.
District of Columbia. Archives and Records Manage= ment. v.8 #3.
Document Identification. See Stamping v.5 #1.
Donor Relations. v.6 #2.
Dowler, Harry. Donor relations (R) v.6 #2.

E

Evans, Frank B. Response to draft statement on the reproduction of manuscripts and archives for non-commercial purposes v.5 #1

F

Federal Archives and Records Center, Philadelphia, Pennsylvania v.4 #2.
Federal budget cuts - by institution v.10 #2.
Federal court records. appraisal process. v.10 #3.
Finster, Jerome. In Praise of Duty v.7 #4.
The Ballad of Reading Jail. v.8 #4.
FOIA and privacy laws in 50 states. a summary. v.8 #3.
Freivogel, Elsie. Careerism. v.3 #2.

G

Going to the Source: NARS workshop. v. 7 #1.
Gracy, David B. (a) Starting an Archives (R) v. 2 #1.

H

Hackman, Larry. Archives and the legislative process v. 9 #4.
Harrison, Don. West Virginia "Sunset Law" and Archives. v. 8 #2.
Help for small institutions. v. 2 #2.
Heritage Conservation and Recreation Service. v. 10 #2.
Historical photograph preservation. v. 3 #2.
Historical records in the United States: a statement of national needs. v. 7 #1.
Hunt Institute for Botanical Documentation. v. 2 #3.

I

INA Corporation Archives (IS) v. 3 #2.
Institute for Museum Services. Cuts to budget. v. 10 #2.
International Congress of Archives, Eighth. v. 5 #1
Microfilm Committee Bulletin. v. 7 #4.

J

Joint Committee on Research in Philanthropy seeks repositories. v. 7 #2.

K

L

Leo Baeck Institute. v. 5 #2, v. 6 #1.
London Times, the Archives of, by Gordon Phillips. v. 5 #2.

M

Maine Management and Cost Survey. v. 3 #1.
Maine State Archives. v. 3 #1.
MARAC, SEE Mid-Atlantic Regional Archives Conference
Maryland Diocesan Archives of the Protestant Episcopal Church. v. 5 #3.
Maryland. University of. Archives (IS)
East Asia Collection (IS). v. 3 #4.
Mending book and document paper by Paul Mucci. v. 5 #2.
Metropolitan Religious Archives. v. 9 #2.
Microfilm. NARS assesses permanence. v. 10 #3.
Mid-Atlantic Regional Archives Conference.
Affirmative action. v. 10 #4.
Archives of MARAC. Call to save. v. 6 #4.
Bylaws. v. 1 #2, v. 2 #2-3.
Constitutional Amendments. v. 3 #2.
Constitutional Revision. v. 10 #4.
Elections. v. 10 #3.
Future of MARAC by Barbara Hearn. v. 8 #1.
Future sites committee. v. 8 #2.
Handicapped Accessibility. v. 8 #3, v. 10 #1-4.
Incorporation. v. 9 #4.

Meetings.
Sites and programs. v. 2 #4.
Albany. Fall '79. v. 8 #4, v. 9 #1.
Annapolis. Spring '75. v. 4 #2.
Atlantic City. Spring '77. v. 6 #1-3.
Baltimore.
Spring '73. v. 1 #2, v. 2 #1-3.
Fall '78. v. 7 #3-4.
Charlottesville. Spring '74. v. 3 #1.
Fredericksburg. Spring '78. v. 7 #1-2.
Harrisburg. Fall '76. v. 6 #1.
Lancaster. Fall '80. v. 9 #3-4, v. 10 #1.
New York. Fall '81. v. 10 #3-4.
Newark. Fall '74. v. 3 #4, v. 4 #1.
Norfolk. Spring '79. v. 8 #1-3.
Philadelphia.
Fall '73. v. 2 #4, v. 3 #1.
Fall '75. v. 4 #4.
Pittsburg. Spring '81. v. 10 #1-2.

Washington. Spring '80. v. 9 #1.
Wheeling. Fall '77. v. 6 #3-4, v. 7 #1.
Wilmington.
Fall '72. v. 1 #1.
Spring '76. v. 5 #2.

1972	Fall	Wilmington
1973	Spring	Baltimore
	Fall	Philadelphia
1974	Spring	Charlottsville
	Fall	Newark
1975	Spring	Annapolis
	Fall	Philadelphia
1976	Spring	Wilmington
	Fall	Harrisburg
1977	Spring	Atlantic City
	Fall	Wheeling
1978	Spring	Fredericksburg
	Fall	Baltimore
1979	Spring	Norfolk
	Fall	Albany
1980	Spring	Washington
	Fall	Lancaster
1981	Spring	Pittsburg
	Fall	New York

Special.
SAA. Columbus. v. 1 #2.
Membership news. v. 7 #1-4, v. 8 #1.
Newsletter. v. 1 #1.
New Shapes and Old Horizons: an editorial. v. 7 #3.
Position descriptions of MARAC offices. v. 9 #1.
Projects. v. 1 #1.
Resolution re West Virginia Archives. v. 8 #3.
Responsibilities and priorities of MARAC. v. 7 #3-4.
SAA-MARAC relations. v. 1 #1, v. 2 #1-2, v. 6 #3, v. 8 #2.
Slogan. v. 2 #1-2, 4.
Softball. v. 9 #1-3, v. 10 #1.
State Caucus Meetings. v. 8 #3, v. 9 #1-3.
Status of Women in MARAC. v. 10 #3.
Women's Roster. v. 10 #3.
Steering Committee. v. 1 #2, v. 2 #1-2, 4, v. 3 #2, v. 5 #2, v. 6 #2, 4, v. 7 #2, 4, v. 8 #1, 3, v. 9 #1, 3, v. 10 #1, 3-4.
Task Force Volunteers Sought. v. 10 #4.
Missing from the Felix Frankfurter papers (LC) v. 4 #2.
Mormon Church. SEE Church of Jesus Christ of the Latter Day Saints.
Moyne, Elizabeth. Delaware Historical Records Plan. v. 7 #3.
Mucci, Paul.
Mending book and document paper. v. 5 #2.
Neutralizing and buffering book and manuscript paper: a guide. v. 4 #1-2.
R. Reeds basic emulsion paste leather dressing: a technical note. v. 5 #1.
Resizing book and document paper. v. 5 #2.
Wheat Starch Paste for paper and leather. v. 4 #3-4.
Museum Archives. Draft Guidelines. v. 9 #2.
Museum Archives on the Move by Katherine Kovacs and Linda Simmons. v. 9 #3.

N

National Archives and Records Service (NARS) v. 2 #2-3.
Archivist selection. v. 9 #1.
Decentralization of records. v. 9 #2.
Government Accounting Office (GAO) proposes abandoning (systematic) review of classified papers (documents). v. 10 #1.
Nitrate film storage vault fire. v. 8 #1.
Stock film library. v. 7 #2.
SEE ALSO Federal Archives and Records Service
SEE ALSO Nixon Papers
National Archives Assembly. v. 9 #3.
National Capital Labor History Society. v. 4 #2.
National Education Association and National Endowment for the Humanities. Additional funding sought. v. 8 #1.
National Endowment for the Humanities
Cuts. v. 10 #2.
Grants to MARAC area institutions. v. 6 #3, v. 9 #1.
SEE ALSO National Education Association
National Historic Records Act. v. 2 #3.
National Historical Publications and Records Commission. v. 7 #3, v. 5 #1, v. 6 #1, 3.
Consultant grants. v. 9 #1.
Grant to MARAC area institutions. v. 7 #1-3, v. 8 #1-3, v. 9 #1, 3.
Members. v. 5 #1.
President Carter praises. v. 8 #3.
Statement of national needs. v. 7 #1.
National Personnel Records Center Fire. v. 3 #2.
New Jersey Historical Society. v. 4 #1.
New York Archivists Round Table
Caucus technical leaflet series. v. 10 #2, 4.
Meetings. v. 9 #2
New York Historical Society. v. 7 #1.
New York Hospital Cornell Medical Center Archives (IS) v. 2 #1.
Nixon Papers, $7,000,000 three year archival project.
GSA/NARS propose procedures. v. 4 #3.
North Carolina Archives. v. 3 #2, v. 3 #4.

O

Ohio Historical Society (OHS)
Conservation Consortium. v. 4 #1.
SEE ALSO Porter, Daniel R. v. 4 #3
Old Dominion University. Department of Archives and Manuscripts. v. 6 #4.
Old Librarian's Almanac, Jared Bean. 1774. v. 4 #3.
Oral history: technologies. v. 5 #2.
Oral history and the Mid-Atlantic Archivist. v. 4 #2, v. 4 #2, v. 4 #4.
Oral History Association. Meeting Report. v. 5 #1.
Outlaw Center at Utah State University. v. 4 #2.

P

Partisan Review.
SEE The meaning of "deposit." v. 8 #1.
SEE ALSO Settled. v. 9 #2.
Philadelphia Archives. Telephone numbers. v. 4 #4.
Porter, Daniel R. (R) Principles for the long haul. v. 4 #3.
Presbyterian Historical Society (IS) v. 2 #4.
Presidential Records Act. v. 8 #2.
Princeton University Archives. v. 6 #3.
Public Records Act Upheld. v. 7 #2.

Q

R

R

Rapport, Leonard. Cloning is the Answer. v. 7 #4.
Reproduction of manuscripts and archives for non-commercial purposes. Response to draft statement, by Frank B. Evans. v. 5 #1.
Research Use of Student Archives. Brooklyn College Experience. v. 9 #2.
Resizing book and document paper by Paul Mucci. v. 5 #2.
Rhoads, James B. Central or Local Control. v. 3 #4.
Rockefeller Archives Center (IS) v. 3 #4, v. 5 #2.
Rockefeller Institute for Medical Research. v. 2 #2.
Rutgers University Library Special Collections. v. 4 #3, v. 6 #4.

S

Saint Clair, Jean R. NAS Distinguished Staff Service Award. v. 6 #2.
Schalow, Fred. Obituary. v. 6 #3.
Session summaries. SEE ALL ISSUES.
Sherman, Marc. MARAC and handicapped accessibility. v. 8 #3.
Skordas, Gust. Member retires. v. 2 #4.
Stamping: A survey of the State of the Art. v. 5 #1.
Starting an Archives (R) by David B. Gracy II

T

Tax deductions for personal papers. v. 3 #2.
Technological uses of copyrighted works subject of new study commission. v. 4 #3.
Temperature and the Archives: mandatory temperature controls in public buildings. v. 8 #4.
Theft at UVA. v. 3 #2.
Training for the information sciences: a lecture by David Larson of OHS. v. 4 #3.

U

United States Senate. Historical Office. Dispostion of Senatorial papers. v. 6 #2.
University of Virginia News (of archives and archivists) v. 8 #1.
Urban Archives Center of Temple University (IS) v. 2 #4.

V

Volkersz, Erent. A guide to arranging and handling printed ephemera. v. 4 #3-4.

W

Watergate and Archives. v. 3 #2.
West Virginia "Sunset Law" threatens termination of State Archives program by Don Harrison. v. 8 #2.
Resolution adopted by MARAC re. v. 8 #3.
Governor Rockefeller's response to resolution. v. 8 #3.
A follow up. v. 8 #4.
Update. v. 9 #2.
Wheat Starch paste for paper and leather by Paul Mucci. v. 4 #3-4.
Winterthur Estate Archives. v. 6 #4.
Winterthur Museum program. v. 5 #1.
Women in Archives. v. 2 #3, v. 2 #4, v. 3 #2.
Maternity leave. v. 2 #4.
Word processing: a reappraisal. v. 8 #1.

X

Y

Yivo Institute. Farmingdale Collection. v. 6 #2.

Z

MARAC BUSINESS MEETING
OCEAN CITY, MD
MAY 22, 1982

Arthur Breton called the meeting to order at 9:35 a.m. Diane Rosenwasser reported membership to be 603.

Treasurer's Report. Peter Parker presented a five-year summary report of income and expenses. Income per member is less than expenses per member. Dues will probably increase within the next year or so. There was a motion to thank Peter for his fine work during the past five years. The vote was unanimous.

Julia Morgan proposed a resolution thanking the Local Arrangements Committee for their work which was passed.

> Whereas Joanne Mattern and Pat Vanorny have extended themselves to the utmost to provide us with luxurious accomodation in this sunny resort town, and
> Whereas they have acted above and beyond the call of duty to attend to every detail, and
> Whereas they even got us Mayor Kelly as a luncheon speaker, not to mention the keys to the city,
> Therefore be it resolved that the Mid-Atlantic Regional Archives Conference extends its most sincere and hearty thanks to Pat, Joanne, and the Local Arrangements Committee and recognizes with gratitude their hard work and dedication.

Ed Oetting proposed a resolution thanking the Program Committee for their work which was passed.

> Whereas the Spring '82 Program Committee has put together a thought-provoking conference designed to enlighten, stimulate, and entertain, and
> Whereas the Steering Committee and the membership of the Mid-Atlantic Regional Archives Conference appreciate and depend upon the hard work of all the Program Committee members,
> Therefore let it be resolved that Barbara Hearn and the members of the Spring '82 Program Committee be commended for their fine and hard work, and let it be further resolved that copies of this resolution be sent to East and West Germany.

Arthur introduced the new officers and members of the Steering Committee.

Secretary:	Laura Grotzinger
Treasurer:	Bob Sink
DE Rep:	Barbara Benson
DC Rep:	Jackie Goggin
MD Rep:	Mary Boccaccio
NJ Rep:	Carl Lane
NY Rep:	Denis Sennett, S.A.
PA Rep:	Frederic Miller
VA Rep:	Lucius Edwards
WV Rep:	Anne Effland

Arthur announced that the Fall '83 meeting originally scheduled for West Virginia has been changed to Baltimore, MD.

Arthur read a letter sent to the Administrator of GSA regarding the situation in the National Archives.

The Society of Georgia Archives. The Steering Committee decided to decline SGA's offer gor MARAC to join in the publication efforts for Georgia Archive. Instead, Tim Walch proposed the following resolution that was approved by the Steering Committee and the general membership:

> The Steering Committee proposes to the membership that MARAC publish a single volume including essays and reviews written by MARAC members either by commission of an editorial board and/or as a result of presentation at MARAC meetings or other archival meetings. All inclusions in the volume will be at the discretion of an editorial board to be appointed by the Chairperson of MARAC. The Steering Committee further proposes that a budget for this publication be established and that it be offered for sale to members at a discount rate.

Roland Bauman suggested that a means for raising money for publication costs is to have a pre-publication offer. The committee/editorial board will establish the focus and timetable for the publication.

Philadelphia Meeting. Bob Plowman supplied the membership with a pamphlet about Philadelphia.

Ruth Simmons explained the reason for the questionnaire concerning confidentiality that appeared on everyone's seat. The SAA has established a task force to look into breaches in confidentiality among researchers, institutional policies regarding confidentiality, etc. She invited interested parties to talk with her about it during the afternoon.

New Business. Arthur introduced the idea of an annual award for finding aids. The chairman would appoint a committee to define and outline the criteria and establish categories, hence the number of awards. The motion was approved with five no votes.

The SAA congratulates MARAC on its tenth anniversary.

The Society of Southwest Archivists sends congratulations to MARAC on its tenth anniversary.

The meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Diane Rosenwasser

Diane Rosenwasser
MARAC Secretary

On April 27 Governor Dick Thornburgh signed into law House Bill 671, which amends the criminal code in Pennsylvania by setting new penalties for persons convicted of stealing archival materials or books from public record repositories, historical societies, libraries and museums. The criminal penalties in Act 95 of 1982 are very similar to those currently in use for retail theft, and the law exempts employees from civil liability if they detain a suspect when there is reasonable cause to believe a crime is being committed.

Under the Archives-Library Theft legislation, for example, "theft" is made a criminal offense by those who "willfully conceal" archival or library materials "on their person or among their belongings while on the premises" and by those who "willfully remove" them "from the premises without permission, with the intent of keeping the material for their own uses." Convicted offenders face criminal charges ranging from a summary offense to a third-degree felony depending on the value of the stolen material and any previous offenses.

This legislation, which was initiated by the Pennsylvania State Archives in cooperation with the State Library of Pennsylvania, is based on the model library theft law developed by the SAA Archival Security program. Pennsylvania is the eighth state to enact statutory protection to archives, libraries and museums. It is noteworthy that the passage of the Act follows very closely the apprehension of James Shinn, recently accusted of being an "arch library thief."

NATIONAL ARCHIVES RETURNS
FDR GUBERNATORIAL RECORDS
TO NEW YORK STATE ARCHIVES

NARS returned the records of Franklin Roosevelt's governorship to the New York State Archives. The records, totalling 200,000 pages, have been on loan since the mid-1950's from the state of New York to the FDR Library in Hyde Park, a part of NARS' Presidential Libraries System.

The records transfer was formally recognized at a ceremony held at the New York State Archives on June 22, 1982. Commissioner of Education Gordon M. Ambach and State Archivist Larry Hackman represented New York; Robert Warner, Archivist of the United States, represented NARS.

Warner said the records were being returned primarily because the rapid development of the New York State Archives, opened in 1978, assures that the records will be properly preserved and administered in Albany. The State Archives will provide a duplicate microfilm copy of the records to the FDR Library for research use there.

ALBANY RECORDS ACT

An ordinance passed by the Albany Common Council created the position of Director of Public Records, responsible for the administration and disposition of non-current city records. Although Albany has been keeping official records since the early seventeenth century, this ordinance is the first extensive records management law for the city. Its passage was linked to several developments: The emergence of the City Records Library as a City archives but requiring legal definition. At about the same time, a joint City-County Local Government Archives Program (LGAP) grant funded a massive records survey. The LGAP grant was the largest awarded by the New York State Archives in 1981 and also was the genesis of a comprehensive joint Records Management Program under the County Clerk's auspices and the city's records management law.

Under the new law, the Director of Public Records provides the efficient administration, use, preservation, security, storage, and disposition of the non-current public records of Albany. Archival records are acquired as part of the Albany City Records Collection, a specific portion of the County Records Management Program. Non archival materials will be burned in the city's ANSWERS Project, where they will substitute for fuel oil.

The ordinance provides an interface between City and County for mutual records management. City records can now enter physical custody of the Albany County Records Management Program. The new law revokes all former certifications and centralizes disposition under a single certified public official. Finally, it adopts all relevant New York State Records Retention and Disposition Schedules. Systematic disposition of obsolete records is expected to free considerable costly filing equipment and floor-space in city offices.

Custer Award Committee members:

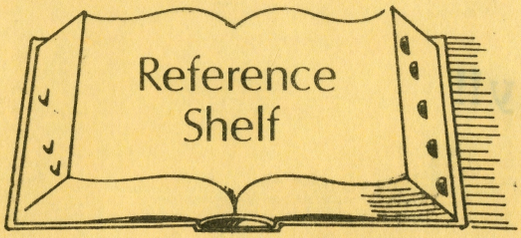
Richard J. Cox
1858 Lock Shiel Rd.
Baltimore, Md. 21234
(w) 301-396-4861

Shonnie Finnegan
228 Darwin Drive
Buffalo, N.Y. 14226
(w) 716-831-3111 (3115)

Robert C. Morris
216 Montague Place
South Orange, N.J. 07079
(w) 201-762-7245

Richard Strassberg
Cornell University
144 Ives Hall
Ithaca, N.Y. 14850
(w) 607-256-3183

Victoria Irons Walch
9927 Copperton
Oaktown, Va. 22124
(h) 703-281-2294



The Leo Baeck Institute announces a General Index Volume to the Leo Baeck Year Book (1-XX). It includes indexes of authors, names, subjects and illustrations. Before November 15, 1982 the price is $20.00 plus $2.00 for postage & handling. After November 15, the price is $30.00. Order from L.B.I., 129 East 73rd St., N. Y., N. Y., 10021.

Charles Schultz, SOCIETY OF SOUTHWEST ARCHIVISTS: THE FIRST DECADE. 23 pages

This well-written and well-received 23 page history of the Society of Southwest Archivists is available from the author, Charles Schultz. It was distributed at the Annual Meeting at College Station, Texas. A copy can be obtained for 54¢. Write to:

Charles Schultz
Texas A & M University Archives
Texas A & M University
College Station, Texas 77843

Copies will be sent out as long as the supply lasts.

COPYRIGHT HANDBOOK, Second Edition
By Donald F. Johnston
6 x 9. 408 pages. Index.
ISBN 0-8352-1488-5. LC 82-4218
Publication Date: July 30, 1982
Price: $27.50, plus shipping and handling.

Since the first edition of COPYRIGHT HANDBOOK, published shortly after the new law took effect in 1978, Donald Johnston has been monitoring the developments of the U.S. Copyright Law. This revision is particularly significant because there has been time to clarify and interpret various aspects of the law and to incorporate new Copyright Office regulations. With clarity and legal expertise, Mr. Johnston gives practical, direct information to publishers, librarians, educators, agents, attorneys, and authors who, by the nature of their professions, need to apply and interpret the new act.

COPYRIGHT HANDBOOK includes various court decisions; the law as it relates to computers (i.e., computer programs and databases); a federal court of appeals decision on home video recording; the issuance of guidelines on video recording for classroom use; the Federal Communications Commissions's decision allowing cable systems to carry more television signals; and the Copyright Royalty Tribunal's royalty allocation and rate-making decisions affecting copyright owners and the recording, jukebox, and cable television industries.

RICHARD STRASSBERG, Cornel University, reports that the next issue of Labor History will be devoted to a description of labor history depositories: archives, manuscripts and libraries.

National Archives Publishes Guide to American Indian Records

The National Archives has published a "Guide to Records in The National Archives Relating to American Indians." The guide was compiled by Edward E. Hill who previously was awarded the Society of American Archivists' Waldo Gifford Leland Award for his National Archives finding aid to the records of the Bureau of Indian Affairs.

The volume was developed mainly from papers prepared for the National Archives Conference on Research in the History of Indian-White Relations. It is designed to make these records better known and more readily available.

The guide is available for $12 from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. The stock number is 022-002-00098-8.

A Manual of Archival Techniques, ed Roland Baumann. Pennsylvania Historical and Museum Commission, Harrisburg, 1982. $5.75 & 1.00 for handling & postage.

This volume is a revised edition first published in 1979 as a guide for local governments and private institutions which have collections of historical material but lack professional assistance. The Manual is well thought out and includes a general introduction by Peter Parker with chapters on appraisal and arrangement, description of textual records, non textual records (photos), maps, reference, security, storage and equipment, disaster planning, basic steps in preservation, book conservation, sources of help in the state, samples of instruments of gift, transfer and deposit, rules of use, photographic terminology and a security checklist. A bibliography is included.

The book is for the most part practical and concerned with day to day problems. It is pointed out that alternatives and choices are a daily reality and the manual should be very useful to new people in the field. In addition to the suggestions and guidance of the book itself it also gives them people in their own general area to refer to.

VOLUME 11, NUMBER 3

What a party!!

highlights

Tim Walch, Director
Trudy Peterson, Music Director
Linda Henry, Stage Manager
Don Harrison, Producer

CHORUS

Jack Saunders
Cinci Fox
Fynnette Eaton
Joan Howard
Barbara Vandergrift
Jo An Williamson
Bob Plowman
Bob Coren
George Chalou
Vicki Walch
Emily Hickey
Jodi Koste
Lee Johnson
Mike Goldman
Don Harrison
Arthur Breton

Trudy Peterson, pianist

Carry Me Back To The Old Archives

(Sung to "Carry Me Back To Old Virginny")

1. Carry me back to the old archives,
There's where the scholars and the genealogists go,
There's where the microfilm readers shine so brightly,
There's where this old archivist's heart is longing to go.

Chorus

There's where I labored on document encapsulation,
Day after day on single tear repair,
No place on earth do I love more sincerely,
Than the old archives, the place where I was born.

2. Carry me back to the old archives,
Row after row of Hollinger boxes on the shelf,
Mile after mile of unprocessed records,
And you must cut your budget again this year.

3. Carry me back to the old archives,
Arrangement and description are my watch words of the day,
Finding-aids, registers, acid-free folders, and MARAC conferences,
These are the things that I hold so dear.

Lyrics by Roger T. Crew, Jr.

SPECIAL ANNOUNCEMENT

Archivists, how many times have you put a collection on the shelf and never been able to find it again? How many times has a researcher asked for an item that you know you have, but you could not find the item when you needed it?

These problems are now a thing of the past because of the all new archival divining rod, the ultimate finding aid. Just point it toward your stacks and it will instantly lead you to the item you want.

How much would you expect to pay for such a god-send? Don't answer yet. Because if you order now we will also include a 24-piece set of Silverstone Hollinger Boxes. These are guaranteed not to dent or chip in a lifetime of researcher use. And, should there ever be a fire at your repository, your records will not stick to the box. Just wipe with a damp cloth and the records will slide right out.

How much would you expect to pay for both the archival divining rod and the set of Silverstone Hollinger Boxes? Don't answer yet. Because if you order now we will also include the amazing Ginsu Paper Shredder. It is tough enough to shred a stack of a hundred pages, but is still sharp enough to slice a tomato.

These items are not available in any store. So order now. Send $9.95 to:

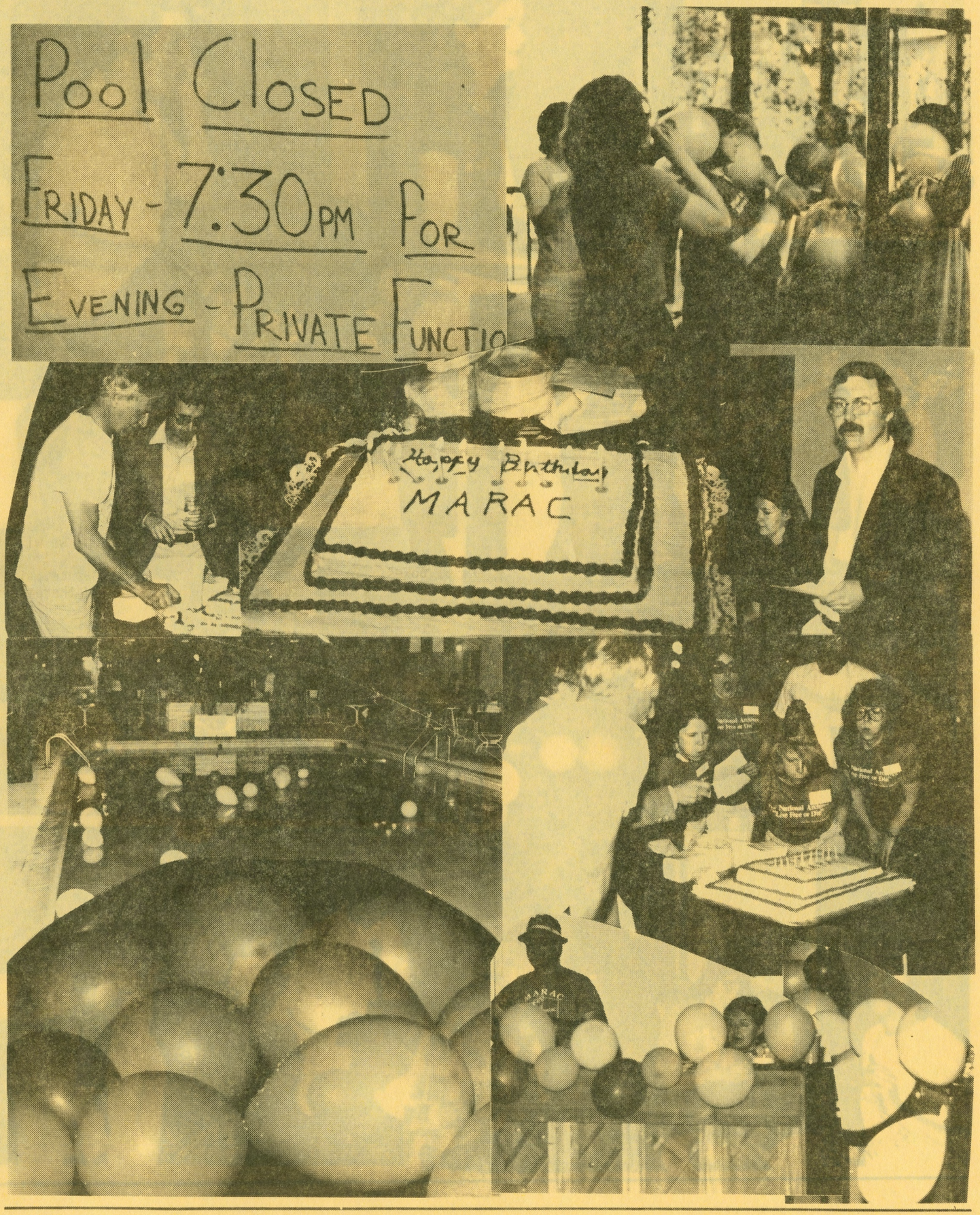
I.M.A. Quack, Inc.
P.O. Box 430
Last Chance, Arizona 49028

Credit card customers call toll-free: 1-800-232-8405. That's 1-800-232-8405.

"In The Stacks Again"

By Willie Jack Saunders

In the Stacks again
Looking for records that have never been
Putting refiles where they'll never be seen again
I'm so glad to be
Back in the stacks again.


Pool Closed
Friday - 7:30pm For
Evening - Private Functio
Happy Birthday
MARAC

Volume 11, Number 3

QUESTIONS AND ANSWERS

My mother says I should become a professional. Does being an archivist count?

Answer: It depends upon whether or not you charge a user's fee.

How can I go about whipping my collection into shape?

Answer: That is not an area I would like to discuss. However if you call in again next week, I will have on the show an expert on leather items and metal fasteners.

My name is Rusty Staple and I would like to know how I can go about containing my fire?

Answer: Many people have found that an effective way to contain their fire and prevent damage is by using a foam fire canister.

How do I begin to get involved in oral history activities?

Answer: As someone mentioned at this conference, you should begin by taping your exit interviews.

I am under pressure from my boss to go all the way with finding aids. What is your advice?

Answer: Well, I suppose that depends upon whether or not your original order is intact.

I am new to this country and unfamiliar with your ways. I would like to know if it is better to put restrictions on the whole body of material or just on particular parts?

Answer: That would depend on both the desires of the donor and the sensitivity of the material.

My name is Mohammed Tishman from Brooklyn. I would like to know how I can prevent unwanted reproduction.

Answer: The best way would be to laminate the entire body of material. Or, if you might want to reverse it, encapsulate the material.

I am the archivist for the Monks of the Golden Silence. I would like to know how I can stimulate the use of inactive materials.

Answer: Well, of course there is no substitute for hands-on experience!

Gregory S. Hunter
May 24, 1982

(advertisement)

NOW!
WHAT YOU'VE BEEN WAITING FOR!

YOU CAN

Put an end to: Preservation
Conservation
Encapsulation
Lamination
Fumigation
and
Consternation . . .

Folks, Are you tired of having researchers complain that the dust of the ages obscures the words of sages?

Are you fed up with sleepless nights worrying about whether that silverfish laid any eggs or not?

Are you bored with the old argument over encapsulation vs. lamination?

WELL, HERE IT IS,
The Treatment that Will End All of These Worries Once and For All

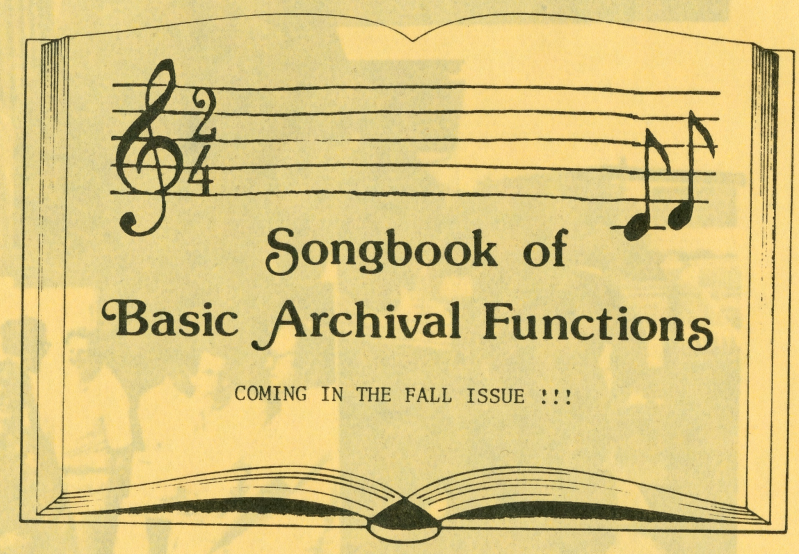
INSTANT DOCU-SCRUB

Just spray it on and . . .

(the document bursts into flame and disappears)

REMEMBER. . .INSTANT DOCU-SCRUB.

The Final Solution.



Volume 11, Number 3

DIAL-A-FILE COMMERCIAL

(to the tune of "Gentlemen Prefer Haines")

(Cheer) D-I-A-L F-I-L-E Let's go!
D-I-A-L F-I-L-E Let's go!

For good archival information
Anywhere across the nation
Dial-a-file, and you'll see...
We'll provide the latest scoop
About your favorite record group
It's easy as A-B-C.

(Cheer) 900-999-1212
900-999-1212

If you want some special lists
Prepared by top-flight archivists
Just give a ring, and you'll know...
For news about an inventory
From a choice repository
We'll tell you where to go.

(Cheer) 900-999-1212
900-999-1212

We've got the answer to your queries
About any record series
Be it large -- be it small...
For fifty cents we've got a file
That's guaranteed to make you smile
We're waiting here for your call.

(Cheer) 900-999-1212
900-999-1212

DIAL US -- WE'RE TALKING TO YOU!!!

PHILADELPHIA PROGRAM

The Philadelphia program provides a full schedule of sessions ranging from genealogy to modern technology, from the history of art to the history of Philadelphia, from archives careers to recruiting volunteers. Highlights are an opening session which will be a welcome to the Tercentenary as well as a commentary on funding for archives, special audiovisual sessions that present actual film footage, an in-depth session on the growth and availability of archival resources in Philadelphia, and "nuts and bolts: workshops on Saturday afternoon. A host of Philadelphia institutions within walking distance of the meeting are open for visits on Friday afternoon, if you want to learn or just visit... See the program for all the details!

TV ARCHIVES POSITION OPEN

The Public Television Archives of the Public Broadcasting Service has a position open for an Archives Assistant. The individual will help in the development of a computer-based descriptive cataloging and indexing system for the 30,000+ TV programs in the collection, do data entry work, prepare Select Lists and assist in user service activities for public television stations, program producers, researchers, and the general public.

Send resumes to:

Ms. Shelia Overton
Personnel Department
Public Broadcasting Service
475 L'Enfant Plaza West, SW
Washington, DC 20024

MARAC

(Tune: We'll Build a Bungalow)

We've built a conference
Big enuf for you
Big enuf for archivists
Big enuf for you
And now we're ten years old
Happy as can be
And you all know our name, we're
M-A-R-A-C

It takes an N-E-W Y-O-R-K, New York don't you see
And it is closely followed by the state of New Jersey
Then there is P-A, Pennsylvania just north of Mason's line
And M-A-R-Y-L-A-N-D (Dixon, too, was fine).

We have the two V-I-R-G-I-N-I-A-S, West and other
And what did Delaware when she was taken home to mother
Finally there's the District, also written as D C
It's known to all the nation as the Last Colony

We've built a conference
Big enuf for you
Big enuf for archivists
Big enuf for you
And now we're ten years old
Happy as can be
And you all know our name, we're
M-A-R-A-C

Composed especially for
Archivists
Archivists MARAC's Tenth Birthday Party
MARAC! by Trudy Peterson

JOB OPPORTUNITY

U.S. ARMY CORPS OF ENGINEERS

From time to time the Historical Division, U.S. Army Corps of Engineers, has funds available for the production of inventories and manuscript registers based on its holdings. The Division maintains a file of resumes of qualified archivists and historians interested in bidding on those projects as they arise.

Any qualified individual who would like to be considered for a project should send a resume to DAEN-ASH (ATTN: Dr. Martin K. Gordon), U.S. Army Corps of Engineers, Washington, D.C. 20314.

May 11, 1982
Partly sunny, 55°

Donald F. Harrison
U.S. National Archives - NNR
Washington, D.C. 20408

Dear Archivist Harrison:

Mary Boccaccio of the McKeldin Library, University of Maryland, referred me to you and the Mid Atlantic Archivist for assistance. My quest is for manuscript materials relating to two former officers of the U. S. Revenue-Marine (forerunner of today's U. S. Coast Guard) with particular respect to their activities relating to the 1867 cruise of the U. S. Revenue Cutter Lincoln to Russian America.

With a few minor exceptions, NNFJ has been able to provide basic information about the careers of Captain William Augustus Howard and Captain George W. Moore, but the specific personal perspective of both offers is needed to help illuminate the events of this cruise, particularly the events from May to October 1867 in the case of Captain Howard and that period through August 1869 for Captain Moore.

Of the two, Moore is the more likely to have kept a journal and this document, if extant, will shed light on the period from August to October when he served as the sole American official at Sitka, Russian America, as well as his interface with opportunists hoping to jump the American claim on Alaska. Captain Howard's papers will demonstrate his frustration with the entire world (it seems likely) for not recognizing his genius and stature; in particular, his hostility with the scientific party on board the Lincoln during the cruise.

My only leads to Howard suggest connections at Portland, Maine; 3 Corners, New York; and, Washington, DC. I really don't know much about him.

Moore, on the other hand, is familiar (only his papers are lost): Born 11-17-1837 of Mrs Ann J. Moore (his father's name not known) in Maryland; older siblings William S., John L., and Mary E.; younger siblings Thomas M., Sarah B., William, and Charles J. Died July 1899 at Chicago, returned to Baltimore by nephew John C. Moore (also a Revenue-Marine officer), services at the Faith Presbyterian Church and burial at the Glendy Cemetary, Baltimore. At the time of his death, his sister "Mrs. S. E. Binnie" resided at the family home at 1807 Fairmount Avenue, Baltimore.

I will appreciate and credit all assistance you and your colleagues may be able to provide. Thank you.

Cordially,

M. Joseph Leahy
235 Gold Street #4
Juneau, Alaska 99801

MARY CASSATT LETTERS

For research and publication, I am seeking letters to and from Mary Cassatt (1844-1926), and letters about he her written by her contemporaries. Please contact Dr. Nancy Mathews, Office of Research, National Museum of American Art, Smithsonian Institution, Washington, DC 20560.

MARAC STRIKES AGAIN!

On October 29 and 30, MARAC will return to Philadelphia, the scene of thought-provoking meetings and other happy memories. The Holiday Inn, 18th and Market Streets, will be the convention site. Located a hop, skip, and a jump from City Hall, the meetings will be easily accessible to bus terminals, train stations, restaurants, theatres, museums, and archival institutions.

Session topics will include art, genealogy, oral history, and more. On Saturday Dr. Frederic Miller, Temple University, will conduct an all-day Basic Workshop on Arrangement and Description.

Preregistration information for the fall meeting and for the Basic Workshop will be mailed in early September.

See you in the Mayor's Reception Room Friday evening! (October 29, that is!)

ATTENTION!!!
Midwest Archives Conference
Eat Your Heart Out Statistics:
MARAC Membership Aug 1982

610

B-O-R-N

Margaret Carol Ressmeyer

July 1, 1982 51bs 6oz

Congrats to her parents, Richard and Ellen (Hassig) Ressmeyer at 40 Lewis Point Road, Buzzards Bay, Mass. 02532

RESULTS OF NEW YORK CAUCUS MEMBERSHIP SURVEY

For all items, one or more categories were checked as appropriate. Additional comments on the survey were invited, as were non-categorical responses.

I. Institutional Affiliation

8 Public Records:

- 3 Municipal
- 4 State
- 1 Federal
- 2 Other

8 Business Archives

2 Medical Archives

12 Religious Archives

16 College or University Archives

11 Library Manuscript Section, Special Collections Department

5 Historical Society Manuscript Section

5 Museum Archives

6 Free lance/consulting work

7 Special Institution Archives (not classified elsewhere)

2 Archives Education Program

0 Not employed in archival work

Additional Comments: _____

For additional information on the results, contact:

Ed Oetting
University Archives ULB-43
SUNY - Albany
1400 Washington Avenue
Albany, NY 12222
(518) 457-8562

II. In column 1, job responsibilities indicated; in column 2, special interests or area of expertise; and in column 3, checked if willing to act as a resource person (paid or unpaid) for a given function.

1 JOB ROLE	2 INTERESTS	3 ADVISE	
27	15	8	Acquisition of private papers
38	15	9	Appraisal
27	21	5	Records Management
49	27	15	Arrangement and Description
48	21	12	Reference services
25	13	5	Access and legal issues
32	18	7	Preservation and conservation
38	19	11	Management and administration
24	6	6	Security
21	18	14	Establishing an archives program
33	12	2	Photographs
13	8	2	Motion Pictures
22	11	4	Oral History
14	7	3	Audio records (other than above)
11	6	3	Cartographic Records
19	8	3	Architectural records
12	7	2	Machine readable data
30	14	8	Use of interns/volunteers
25	16	7	Exhibits and outreach programs
10	13	8	Training and coursework
3	4	5	Other (please specify)___

James H. Hutson Named Chief, Manuscript Division, Library of Congress

James H. Hutson, editor and specialist in eighteenth-century America, has been named Chief of the Manuscript Division, effective June 14, 1982. Mr. Hutson has been a member of the Library staff for ten years, most recently serving concurrently as Acting Assistant Chief of the Manuscript Division, administrative officer of the Oliver Wendell Holmes Devise, and executive secretary of the Library's Council of Scholars.

NHPRC NEWS

The National Historical Publications and Records Commission recently received a money order for $10,000 from Arthur Bortolotti to aid the Emma Goldman Papers project. Bortolotti, a resident of Canada, had heard of the Goldman project, which he termed an "immense undertaking". He explained that the social activist and leader of the American anarchist movement had saved him from deportation to Italy and that he owed her "a great debt." They met in Canada in 1939, a year before Goldman's death in Toronto in 1940. Bortolotti's letter, expressing his support for the NHPRC-funded project, was written on a piece of Emma Goldman's stationery.

CALL FOR PAPERS
MARAC TO PUBLISH TENTH ANNIVERSARY VOLUME

At the Spring business meeting in Ocean City, the MARAC membership unanimously approved a Steering Committee resolution to compile and publish a volume of archival essays in honor of MARAC's tenth anniversary. Chairperson Arthur Breton recently appointed Richard Cox, Larry Hackman, Virginia Purdy, Patricia Vanorny, Roland Baumann, Timothy Walch, Sandra Buchman, Don Harrison and Peter Parker to serve with him on an editorial board for the publication.

At its first meeting, the editorial board issued a call for unpublished papers, drafts, and detailed outlines prepared by MARAC members. The board is eager to review papers prepared for archives courses as well as papers presented at archival meetings. Contributions need not be in final form at this time; the initial review by the board will be a general one to determine the likely scope of the volume. The board is also interested in hearing from members who would like to suggest themes of issues to be discussed in the publication.

All communications and contributions must be received by December 1, 1982, and should be sent to Richard Cox, Baltimore City Archives, 211 E. Pleasant Street, Baltimore, Maryland 21202.

GOING TO THE SOURCE

Going to the Source: An Introduction to Research in Archives, The National Archives' four-day course in the use of primary sources, will be given November 16-19, 1982, in the National Archives building, Washington, D.C.

The lecture-workshop, now in its seventh year, is designed to fit the needs of the general researcher, social scientist, historian, museum or exhibits curator, secondary school or university instructor, or research librarian. Sessions will deal with locating and gaining access to primary sources, with the printed aids available to researchers that describe records, and with the process of research in archives and manuscript depositories. Workshops will provide experience with documents, microfilm and finding aids. The schedule is arranged to provide at least one afternoon for independent research.

Enrollment is limited to 25 persons. The cost, including all materials in $75. To register or for general information, write or call Elsie Freeman, Education Division, National Archives and REcords Service, Washington, D.C. 20408, telephone (202) 523-3298.

COMPUTERS TRACK THEFTS

After several valuable documents, signed among others by Brahms and Lincoln, were stolen from the annual spring fair of the Antiquarian Booksellers Association of America held in New York in 1979, the ABAA and the FBI set up a computer-based system in Austin, Texas, to keep track of thefts of rare books and manuscripts. Information on stolen items can be distributed worldwide within days or hours, making it virtually impossible for a stolen item to be sold undetected.

---From NEA Newsletter April 1982.

FINDING AIDS AWARD COMMITTEE
SEEKS MEMBERS, COMMENTS

The Finding Aids Award Committee, approved by MARAC members at the Spring meeting, seeks archivists and curators who would like to be candidates for membership in the committee. Chairwoman Elsie Freeman, NARS, announced "We're particularly interested in people with expertise in writing descriptive material for machine-generated finding aids, and in archivists or manuscript curators from low-budget institutions." She is also seeking comments from members on possible criteria for the award.

The committee will meet early in the fall to establish criteria for the award. The first award will be made at the Spring meeting.

"We will look for finding aids at all levels that can be widely distributed and understood by users," Freeman noted. Any written finding aid -- typescript, type, machine-generated -- is acceptable. "We want institutions with low budgets to feel assured that they won't be edged out by those with more money on the basis of format or design."

The committee hopes to establish criteria in time for publication in the next issue of maa. Candidates or members with comments or suggestions should write to Elsie Freeman, Education Division, NARS, Washington, DC 20408.

New Forms of Communication and Archives

Three out of four business calls never reach the intended recipient. When an executive earning $30,000 a year dictates a letter, it costs $6 to produce and send that letter. Electronic mail provides two different answers to such problems of inefficiency and cost: the "voice mailbox," in which a message is recorded orally, and systems using a video display terminal. In neither will a message get lost, the caller can no longer say, "I tried to call but you were out," and the cost per "letter" is about $4. Articles about electronic mail appear in the business sections of newspapers every week; more thought and information are needed about the archival implications of these new forms of communication.

---From NEA Newsletter April 1982.

MAC FALL MEETING

The Fall 1982 meeting of the Midwest Archives Conference to be held at Ann Arbor, Michigan, 18-20 November 1982 (Thursday, Friday, Saturday).

Highlights of the program are scheduled to include:
- sessions on the use of computer in archives,
- sessions at the Gerald R. Ford Presidential Library,
- sessions at the Clements Library emphasizing its holdings,
- session on records of native Americans, and
- sessions at the Bentley Historical Library.

JOB OPPORTUNITY

THE MEDICAL COLLEGE OF PENNSYLVANIA
ARCHIVES AND SPECIAL COLLECTIONS ON WOMEN IN MEDICINE

Curator of Photographs

The Archives and Special Collections is seeking a part-time (20 hours/week) Curator of Photographs and Other Non-Print Materials. The position is permanent and involves working with and advising donors and potential donors; processing non-print items and providing reference service from the collection; writing articles and copy for--and working with printers on--publications produced by the Archives (newsletter, brochures, and guides); and preparing exhibits as well as advising outside persons and organizations re. exhibit production.

Skills must include a demonstrated speaking and writing ability, familiarity with archival procedures, familiarity with the history of the woman's movement (19th and 20th centuries) and the history of medicine, exhibit and publication experience, and a familiarity with cataloguing, indexing, and microfilming of non-print materials. Curator will supervise and work on a grant-funded project to catalogue, preserve, and make available c. 6,000 photographs dating from WWI to the present which are part of the American Women's Hospitals Service Collection. Curator will also be involved in a major re-cataloguing of all archives materials (including 4,000+ photographs) which is scheduled to begin this summer. Salary $7,147/year (for 20 hours/week).

Send resume and letter which addresses the above skill requirements to:

Director
Archives and Special Collections
The Medical College of Pennsylvania
3300 Henry Avenue
Philadelphia, PA 19129

JOB OPPORTUNITY

MID-ATLANTIC REGIONAL ARCHIVES CONFERECE
(MARAC)

MARAC is seeking two resonably intelligent persons to fill present positions of Editor and Associate Editor of a quarterly publication, the mid-atlantic archivist. (maa). maa has material of a journal nature, looks like a newspaper, and has eventual aspirations of winning the Pultitzer Prize. Incumbents are suffering from an extreme case of "burn-out."

Skills must include ability to grovel for news, some knowledge of spelling (but not critikol), possession of a WATS-line, willingness to suffer the slings and arrows of the Steering Committee (especially, the Chair), time to spend typing and pasting-up, and a patient boss.

Salary: IRS deductible

Inquire and/or volunteer with:

Donald Harrison
Machine-readable
Archives (NNSR)
National Archives
Washington, DC 20408
202-724-1080

Laura Grotzinger
MARAC Secretary
55 Sharon Road, D-23
Robbinsville, New Jersey
08691

Nonprofit Org.
U.S. Postage
Paid
Alexandria, VA
Permit #729

McKeldin Lib
Serials Dept
Univ of Maryland
College Park MD 20742